

Community College	Program Name	Occupation Description <sup>2</sup>	Job Outlook <sup>1</sup>		
			Current Number of People Employed in Profession	Average Number of Job Openings per Year	Median Hourly Wage 2005 <sup>3</sup>
<u>Oakland</u>	Landscape Design	<u>First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers</u> Plan, organize, direct, or coordinate activities of workers engaged in landscaping or groundskeeping activities, such as planting and maintaining ornamental trees, shrubs, flowers, and lawns, and applying fertilizers, pesticides, and other chemicals, according to contract specifications. May also coordinate activities of workers engaged in terracing hillsides, building retaining walls, constructing pathways, installing patios, and similar activities in following a landscape design plan. Work may involve reviewing contracts to ascertain service, machine, and work force requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs. These workers have other employees reporting directly to them.	6148	154	\$17.33
		<u>Landscaping and Groundskeeping Workers</u> (Greenskeeper, Sprinkler Installer) Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. Exclude "Farmworkers and Laborers, Crop, Nursery, and Greenhouse" (45-2092). Illustrative Examples: Landscape Gardener; Outdoor Sprinkler Installer	35097	1344	\$10.23

	<u>Pesticide Handlers, Sprayers, and Applicators, Vegetation</u>	1231	52	\$13.08
	Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation or chemical application on trees, shrubs, lawns, or botanical crops. Usually requires specific training and State or Federal certification. Exclude "Commercial Pilots" (53-2012) who operate aviation equipment to dust or spray crops. Illustrative Examples: Fruit Sprayer; Weed Controller			
	<u>Grounds Maintenance Workers, All Other</u> All grounds maintenance workers not listed separately.	1456	46	\$9.97
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<b>Landscape Design Level II</b>	<u>First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers</u>	6148	154	\$17.33
	Plan, organize, direct, or coordinate activities of workers engaged in landscaping or groundskeeping activities, such as planting and maintaining ornamental trees, shrubs, flowers, and lawns, and applying fertilizers, pesticides, and other chemicals, according to contract specifications. May also coordinate activities of workers engaged in terracing hillsides, building retaining walls, constructing pathways, installing patios, and similar activities in following a landscape design plan. Work may involve reviewing contracts to ascertain service, machine, and work force requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs. These workers have other employees reporting directly to them.			
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	<u>Grounds Maintenance Workers, All Other</u> All grounds maintenance workers not listed separately.	1456	46	\$9.97
<b>CIS Object-Oriented Software Engineer</b>	<u>Numerical Tool and Process Control Programmers</u>  Develop programs to control machining or processing of parts by automatic machine tools, equipment, or systems. Illustrative Examples: Tool Programmer; NC Programmer	1134	18	\$21.04
<b>CIS Web Software Engineering</b>	<u>Numerical Tool and Process Control Programmers</u>  Develop programs to control machining or processing of parts by automatic machine tools, equipment, or systems. Illustrative Examples: Tool Programmer; NC Programmer	1134	18	\$21.04
<b>CIS Database Administration</b>	<u>Database Administrators</u>	2617	81	\$29.14

	Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. May plan, coordinate, and implement security measures to safeguard computer databases. Illustrative Examples: Automatic Data Processing Planner; Database Design Analyst; Database Security Administrator			
<b>CIS Network Admin</b>	<u>Network and Computer Systems Administrators</u> (LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator	6902	212	\$26.97
	<u>Network Systems and Data Communications Analysts</u> (Internet Developer, Webmaster) Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Include telecommunications specialists who deal with the interfacing of computer and communications equipment. May supervise computer programmers. Illustrative Example: Systems Integrator	5362	248	\$27.41
<b>CIS System Administration</b>	<u>Computer and Information Systems Managers</u>	7795	198	\$44.50

	(Data Processing Manager) Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Exclude "Computer Specialists" (15-1011 through 15-1099). Illustrative Examples: Computer Programming Manager; Data Systems Manager			
	<u>Network and Computer Systems Administrators</u> (LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator	6902	212	\$26.97
<b>CISCO Internetworking</b>	<u>Network and Computer Systems Administrators</u> (LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator	6902	212	\$26.97

<b>Drafting</b>	<u>Architectural and Civil Drafters</u> Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings. Illustrative Example: Structural Drafter	2842	78	\$18.28
	<u>Drafters, All Other</u> All drafters not listed separately Illustrative Examples: Geological Drafter; Hull Drafter.	799	18	\$16.69
<b>CAD Level 1</b>	<u>Mechanical Drafters</u> (Die Designer) Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information. Illustrative Example: Aeronautical Drafter	6861	188	\$23.34
<b>CAD Level II</b>	<u>Mechanical Drafters</u> (Die Designer) Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information. Illustrative Example: Aeronautical Drafter	6861	188	\$23.34
<b>Police Academy</b>	<u>First-Line Supervisors/Managers of Correctional Officers</u>  Supervise and coordinate activities of correctional officers and jailers. These workers have other employees reporting directly to them. Illustrative Examples: Prison Guard Supervisor; Prison Warden	2072	56	\$24.62
	<u>First-Line Supervisors/Managers of Police and Detectives</u>  Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster management. Illustrative Examples: Explosive Ordnance Disposal Technician; Fireboat Operator; Smoke Jumper	342	9	\$25.05

	<u>Correctional Officers and Jailers</u> Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. Illustrative Examples: Convict Guard; Custodial Officer; Prison Guard	12217	240	\$19.23
<b>Firefighter Academy</b>	<u>Fire Fighters</u> Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster management. Illustrative Examples: Explosive Ordnance Disposal Technician; Fireboat Operator; Smoke Jumper  <u>Fire Inspectors and Investigators</u> Inspect buildings to detect fire hazards and enforce local ordinances and State laws. Investigate and gather facts to determine cause of fires and explosions. Illustrative Example: Arson Investigator  <u>Forest Fire Inspectors and Prevention Specialists</u> Enforce fire regulations and inspect for forest fire hazards. Report forest fires and weather conditions. Illustrative Examples: Forest Fire Control Officer; District Ranger; Fire Ranger	7797	265	\$18.00
		342	9	\$25.05
		15	1	N/A
<b>ENV Heating</b>	<u>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</u> Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Illustrative Examples: Furnace Converter; Gas Furnace Installer; Oil Burner Repairer	8248	158	\$21.23

<b>ENV Refrigeration</b>	<u>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</u> Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Illustrative Examples: Furnace Converter; Gas Furnace Installer; Oil Burner Repairer	8248	158	\$21.23
<b>Welding Technology</b>	<u>Welders, Cutters, Solderers, and Brazers</u> Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. Illustrative Examples: Acetylene Burner; Arc Welder; Blow Torch Operator	14746	406	\$17.16
	<u>Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders</u> (Laser Cutter Machine Operator) Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Include workers who operate laser cutters or laser-beam machines. Illustrative Examples: Electron Beam Welder Setter; Laser-Beam Machine Operator; Ultrasonic Welding Machine Operator	5630	155	\$23.27
<b>Medical Office Administration</b>	<u>Medical Assistants</u> (Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide	14681	647	\$12.48
	<u>Medical Secretaries</u>	14229	248	\$13.52



	Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Illustrative Examples: Psychiatric Secretary; Dental Secretary			
<b>Medical Insurance Coding and Billing</b>	<u>Medical Records and Health Information Technicians</u>  (Medical Records Librarian) Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. Illustrative Examples: Disability Rater; Medical Records Specialist; Medical Library Historian	5363	139	\$13.47
	<u>Medical Assistants</u> (Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide	14681	647	\$12.48
<b>Emergency Medical Technician Academy</b>	<u>Emergency Medical Technicians and Paramedics</u>  Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5909	114	\$12.97
	<u>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</u>	250	5	\$8.71

	Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier			
<b>EMS Basic EMT</b>	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5909	114	\$12.97
	<u>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</u> Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier	250	5	\$8.71
<b>EMS Intermediate</b>	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5909	114	\$12.97
	<u>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</u> Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier	250	5	\$8.71
<b>EMS Paramedic</b>	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5909	114	\$12.97

	<u>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</u> Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier	250	5	\$8.71
<b>Surgical First Assistant</b>	<u>Surgical Technologists</u> (Surgical Orderly) Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. Illustrative Examples: Operating Room Technician; Scrub Technician	2557	62	\$17.45
<b>Ophthalmic Assisting</b>	<u>Ophthalmic Laboratory Technicians</u> (Lens Grinder) Cut, grind, and polish eyeglasses, contact lenses, or other precision optical elements. Assemble and mount lenses into frames or process other optical elements. Include precision lens polishers or grinders, centerer-edgers, and lens mounters. Exclude "Opticians, Dispensing" (29-2081). Illustrative Examples: Eyeglass Maker; Spectacle Truer	720	15	\$14.93
<b>Phlebotomy</b>	<u>Lab Technician</u> Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. Illustrative Examples: Blood Bank Technician; Cytotechnician; Serology Technician	4334	161	\$13.18
	<u>Health Diagnosing and Treating Practitioners, All Other</u>	3230	113	\$28.57

All health diagnosing and treating practitioners not listed separately. Illustrative Examples: Acupuncturist; Homeopathic Doctor; Hypnotherapist				
<b>Payroll and Tax Accounting</b>	<u>Tax Preparers</u> Prepare tax returns for individuals or small businesses but do not have the background or responsibilities of an accredited or certified public accountant. Illustrative Examples: Income Tax Advisor; Income Tax Consultant; Tax Specialist	2098	48	\$16.83
	<u>Billing and Posting Clerks and Machine Operators</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk	18486	290	\$14.21
	<u>Bookkeeping, Accounting, and Auditing Clerks</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	60748	1071	\$14.59
	<u>Gaming Cage Workers</u>	479	31	N/A

In a gaming establishment, conduct financial transactions for patrons. May reconcile daily summaries of transactions to balance books. Accept patron's credit application and verify credit references to provide check-cashing authorization or to establish house credit accounts. May sell gambling chips, tokens, or tickets to patrons, or to other workers for resale to patrons. May convert gaming chips, tokens, or tickets to currency upon patron's request. May use a cash register or computer to record transaction.

Payroll and Timekeeping Clerks

Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks. Illustrative Examples: Attendance Clerk; Payroll Bookkeeper; Timekeeper

6710

178

\$15.45

Brokerage Clerks

Perform clerical duties involving the purchase or sale of securities. Duties include writing orders for stock purchases and sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities, tracking stock price fluctuations, computing equity, distributing dividends, and keeping records of daily transactions and holdings. Illustrative Examples: Portfolio Assistant; Dividend Clerk; Telephone Quotation Clerk

655

16

\$16.30

Statistical Assistants

(Actuarial Clerk) Compile and compute data according to statistical formulas for use in statistical studies. May perform actuarial computations and compile charts and graphs for use by actuaries. Include actuarial clerks. Illustrative Examples: Tabulating Clerk; Compiler; Data Tech

1665

29 N/A

1. The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.

2. The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.
3. Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour.

*For information on admittance or career counseling, please contact the community college's Admissions Office or Student Services Office.*